

## POH VOLUME 2 SOP 1.3.3

### TITLE

PAYCOM CREW RESOURCE TRACKING DATA COLLECTION

### PURPOSE

To define the procedure for collecting crew resource tracking information for scheduled and task list activities.

### PARTICIPATION

PAYCOM  
POM

### EFFECTIVITY

Increment 3 and subsequent

### REFERENCE DOCUMENTATION

Summary of Discussion, Payload Operations Team, April 4-13, 2001, Section 2.3 Crew Time Accounting for Payloads

JOIP 2.9.7 Crew Time Accounting for Payload Operations

### GENERAL

In order to satisfy International Space Station (ISS) Payload Program Office requirements for crew resource tracking, crew time spent performing scheduled and task list payload activities must be tracked. The PAYCOM will be responsible for providing information that identifies as-executed activities performed by the crew.

### PROCEDURE

1. PAYCOM monitors all communications with the ISS crew to identify scheduled, task list, and other activities completed by the ISS crew.
2. PAYCOM identifies on the paper copy of the STP whether scheduled activities were completed or not:
  - A. Completed activities are denoted with a check mark.
  - B. Deleted activities are denoted with a deletion mark.
  - C. Notes pertaining to activity execution are made as appropriate.
3. PAYCOM fills out Task List Activity Tracking Worksheet as defined in Table 1.3.3-1.
4. PAYCOM places completed resource tracking information for the previous day in a folder designated for the POM by 1400 GMT each day.

Table 1.3.3-1 Task List Activity Tracking Worksheet

Task List Activity Tracking Worksheet			
Increment: _____			Page ____ of ____
GMT Day: _____		Flight Day: _____	Calendar Day: _____
Entry	Activity Name	Duration (HH:MM)	Duty or Off-Duty (D or O)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
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30			

**Task List Activity Tracking Worksheet Instructions:**

1. Increment - Enter the numeric identifier for the Increment in the format of Increment: ##; e.g., Increment: 03.
2. Page \_\_\_ of \_\_\_ - Enter the number of the current page first, followed by the total number of pages; e.g., Page 1 of 2.
3. GMT Day - Enter the GMT Day for the day of execution in the format of GMT Day: DDD-YY; e.g., GMT Day: 127-01.
4. Flight Day - Enter the Flight Day for the day of execution in the format of Flight Day: ###; e.g., Flight Day 101.
5. Calendar Day - Enter the Calendar corresponding to the day of execution in the format Calendar Day: DD-MMM-YY; e.g., 23-Jul-01.
6. Activity Name - Enter the name of the activity as defined by the crew and/or execute package products (OSTP, Form24, USOS Daily Summary, Radiograms, etc.).
7. Duration - Enter the amount of time required by the crew to perform the activity in the format HH:MM, where HH = hours and MM= minutes.
8. Duty or Off-Duty - Identify whether the activity was performed during the crew's duty or off-duty time in the format D for Duty Time or O for Off-Duty Time. The following definitions should be used for determining whether the activity was performed during the crew's duty or off-duty time.
  - a. Duty Time - Time between Post-Sleep and Pre-Sleep, not including lunch, and defined as part of the crew's nominal 6.5-Hour work day.
  - b. Off-Duty Time - Time that is not defined as part of the crew's nominal 6.5-Hour work day, including time between Pre-Sleep and Post-Sleep, Lunch, Crew Off Days, and Holidays.